

**City of Alexandria, Virginia**  
**BIDDER'S MAILING LIST APPLICATION**

Division of Purchasing  
 Suite 301 - Bankers Square  
 100 North Pitt Street  
 Alexandria, VA 22314  
 Fax: (703) 838-6493

\* a required field

[Read information and instructions carefully](#)

1. Company name *		2. Application date *	
		Previous application date	
3. Address for bids *		4. Remittance address	
5. Telephone number*( ) ext		6. Facsimile ( )	
7. Type of organization Minority Individual Corporation Gross annual sales \$		8. State of incorporation Federal Identification # (SSAN if Individual) #	
Small business Partnership			
9. Officers			
	Name	Title	Authorized to sign bids
*		*	
10. For information about products/services/bids, contact			
Name		Address	
Title			
Phone #		ext.	
11. Products/Services company supplies (Furnish catalogs or descriptive literature) *			
12. Name of Person Completing Form		I understand that failure to respond to Invitations to Bid shall be cause for removal from the City's Vendors List. Further, I understand that my company must comply with provisions of City Code relating to Equal Employment Opportunity, Collusion and Disclosure of Interest.	
Name*			
Title			
Email Address*			
<b>CITY USE ONLY</b>			
1. Vendor number			
2. Commodity code(s):			
3. Date entered			
4. Entered by			